

HUNTON & WILLIAMS

ATLANTA, GEORGIA
BRUSSELS, BELGIUM
FAIRFAX, VIRGINIA
KNOXVILLE, TENNESSEE

SUITE 1400
ONE HANNOVER SQUARE
FAYETTEVILLE STREET MALL
P. O. Box 109

RALEIGH, NORTH CAROLINA 27602
TELEPHONE (919) 899-3000
FACSIMILE (919) 833-6352

NEW YORK, NEW YORK
NORFOLK, VIRGINIA
RICHMOND, VIRGINIA
WASHINGTON, D. C.

FILE: 65000.001006

DIRECT DIAL: 919-899-3061

March 5, 1991

PRIVILEGED AND CONFIDENTIAL **ATTORNEY CLIENT COMMUNICATION**

Mr. Kenneth Pember
Director, Employee Relations Administration
Philip Morris U.S.A.
Post Office Box 26603
Richmond, Virginia 23261

Records Management Program

Dear Mr. Pember:

On Monday, February 4, 1991, Andy Newchok was asked to submit the finalized records retention schedule for the Employment Department to Wayne Baughan in Records Management by Friday, February 15, 1991. Our records indicate that this records retention schedule has not been submitted for finalization as yet.

The Philip Morris U.S.A. Legal Department in New York has indicated that finalization of records retention schedules must become a priority in the implementation of the Records Management Program. Please take whatever steps are necessary to ensure that this retention schedule is finalized so that signatures can be obtained authorizing its use.

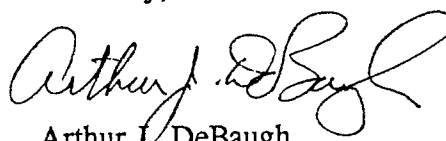
2051127326

HUNTON & WILLIAMS

Mr. Kenneth Pember
March 5, 1991
Page 2

Thank you for your assistance with this important matter. Please do not hesitate to contact me if I can be of any assistance.

Sincerely,



Arthur L. DeBaugh

630/6445

cc: Mr. Manson Boze
Mr. Barry Case
Mr. Lewis Cummings
Mr. Andrew Newchok
Steven C. Parrish, Esquire
Mrs. Clare Purcell

2051127327